



# DEPARTMENT OF Management & Budget

Lewis Cass Building  
320 South Walnut Street  
P.O. Box 30026  
Lansing, MI 48909

*"We envision a DMB that provides exceptional business services and is a catalyst for innovation in government"*

## Director's Office

The Director's Office provides management oversight, strategic planning, public information, budget development and legislative affairs to the department.

- Lisa Webb Sharpe, Director, Connie Shutes, Assistant: 517-373-1004
- Phyllis Mellon, Chief Deputy Director: 517-373-1004
- Patty Russ, Director's/Deputy Director's Administrative Assistant: 517-373-6741
- Monique Field, Director, Government Affairs: 517-373-1004
- Edward Woods III, Director, Communications: 517-373-1004
- Sue Horvath, Budget Officer: 517-373-2614

## Audit Services Bureau

Audit Services conducts financial and operational audits and internal control reviews of Department of Management and Budget (DMB) offices, programs and business processes, including the Offices of the State Budget, State Employer, and Children's Ombudsman. The bureau's mission is to improve the accountability for public funds, the internal control structure of the Department, and the overall effectiveness of DMB programs/operations. Through administrative partnership agreements, the Bureau also provides all internal audit services to the Departments of Information Technology, Treasury, and Environmental Quality (DEQ).

- Richard Lowe, Acting Director, Jeanette Doll, Assistant: 517-241-9248
- Sandy Bailey, DMB Audits: 517-241-9866
- John Juarez, Information Technology Audits: 517-241-2713
- Rick Lowe, Treasury and DEQ Audits: 517-335-0972

## Financial Services

Financial Services offers a broad range of services to DMB operating units, including accounting services, departmental procurement and accounts payable processing, financial analysis, business planning, management level reporting, performance measurement and management, automated billings, data collection and interfaces, and contract/lease management. Financial Services also provides accounting services to the Department of Information Technology and to the State Sponsored Group Insurance Funds (in the Department of Civil Service). In addition, Financial Services serves as audit liaison with the Auditor General's office.

- Mike Gilliland, Acting Director, Geneva Hawthorne, Assistant: 517-335-3746
- Patricia Lack, Fiscal Management Division: 517-241-2155
- David Quigley, Operations Division: 517-241-4195

## Human Resources

Human Resources provides services important to employment in DMB, including traditional human resource support such as recruitment, classification, payroll and benefits, labor relations and leave administration. In addition, safety and health services are managed within this office. Human Resources is also responsible for coordinating employee recognition initiatives, including the annual employee recognition celebration and employee excellence awards program.

- Ann Kroneman, Director, Cindy Shaw, Assistant: 517-241-2348

## State Building Authority

The State Building Authority is the state's primary vehicle for financing major capital outlay projects, including colleges and universities. In addition, the SBA houses the Risk Management Section, which provides state agencies with commercial insurance (with the exception of employee benefit related insurance) and administers the Vehicle Self-Insurance fund.

- Debbie Roberts, Director, Debbie Sanchez, Assistant: 517-373-3806

## Business Services Administration

Business Services Administration (BSA) provides a diverse range of functions to State agencies and departments. BSA is divided into two distinct groups: Purchasing Operations and Agency Services.

- Sean Carlson, Chief Procurement Officer & Senior Deputy Director, Diane Pittman, Assistant: 517-373-0300

Purchasing Operations buys goods and services on behalf of State agencies and departments. Governed by the motto "Integrity First, Quality Service Daily, Responsible Spending Always," the various teams and divisions within Purchasing Operations focus on competitively bidding solicitations to provide the best value to Michigan taxpayers. Training is offered for Michigan businesses that want to become State contractors. Additional support is provided to the State Administrative Board and local governments, school districts, colleges and universities, and non-profit hospitals.

- Elise Lancaster, Director, Purchasing Operations: 517-241-2715
- Kristi Thompson, Director, Services Division: 517-335-1646
- Tony DesChenes, Director, Commodities Division: 517-373-9417
- Greg Faremouth, Acting Director, Information Technology Division: 517-373-9417

Agency Services supplies State agencies, colleges and universities with printing services, mainframe printing, mailing and transportation services, warehousing of goods and processing of state and federal surplus. Vehicle and Travel Services manages fleet operations, including vehicle acquisition, maintenance, disposal and fuel management services. The Travel Services unit provides cost effective, timely and safe travel accommodations for state agency business travelers.

- Rose Wilson, Director, Agency Services: 517-322-5005
- Joe Chin, Director, Mail & Delivery Services: 517-322-5003
- Joyce Van Coevering, Director, Print, Warehousing & Surplus Services: 517-335-8606
- Rose Wilson, Fleet Operations: 517-322-5005

## Facilities Administration

Facilities Administration manages and maintains office buildings throughout the State of Michigan, providing parking and security services for these DMB managed facilities. Facilities Administration also provides facility design and construction management services for state agencies and colleges and universities implementing infrastructure improvements and new construction projects. Facilities Administration strategically manages the state's portfolio of owned and leased space, providing agencies with services to meet changing space requirements, as well as handling land and surplus property dispositions.

- Vacant, Director; Karen Deering, Assistant: 517-373-3670
- Tom Kane, Director, Design and Construction: 517-373-6311
- Keith Paasch, Director, Building Operations: 517-373-0185
- Terri Fitzpatrick, Director, Real Estate: 517-335-6877
- Jason Nairn, Manager, Security & Emergency Management: 517-241-2188

## Workforce Development and Retirement Administration

Retirement Services administers retirement programs for Michigan's state employees, public school employees, judges, and state police. Organizational Support provides employee training and organizational development services.

- Chris DeRose, Senior Deputy Director, Terry Jacobson, Assistant: 517-322-6235
- Phil Stoddard, Assistant Director: 517-322-1145
- Laurie Hill, Director, Customer Service Division: 517-322-6088
- Tim McCormick, Director, Organizational Support Division: 517-322-6117

Revised: 09/19/2006

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